

R U L E S
GOVERNING INMATES



**OHIO STATE
REFORMATORY**

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Mansfield, Ohio

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RULES
GOVERNING INMATES

OF THE

Ohio State Reformatory, *Mansfield*

AT

MANSFIELD, OHIO

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**MANSFIELD, OHIO
PRESS OHIO STATE REFORMATORY
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Ohio State Reformatory

RULES GOVERNING INMATES

MANSFIELD, OHIO

To.....

CONSECUTIVE No.

You have been sentenced under the law to a term of imprisonment in the Ohio State Reformatory for an indeterminate period, which in your case may be extended to..... years. It is within your power, however, by your meritorious conduct, to reduce that imprisonment, but in no case will the term of imprisonment be less than the minimum time provided by law, which is one year. The conditions under which such reduction can be made are embodied in the reasonable rules adopted by the Managers for the government of your conduct while you remain in the Reformatory, which are hereinafter given. Your conduct record by which this reduction is made is wholly within your own control.

The citizens of Ohio, regardful of the welfare of the young men who have been led by inclination or inadvertence to commit a felony, of which they are for the first time convicted, have established this institution for your confinement. Here you are removed from all contamin-

ating influences which surround a common prison. Here you are surrounded by friends who earnestly seek your reformation; and here, by their aid, and that of your own will, you can be restored to good citizenship.

While the Reformatory in a legal sense is a penal institution, you were not sent here solely as a punishment for the crime you committed, but rather as a fitting place to give you time to consider with helpful surroundings, the certain results of evil deeds, and lead you to firmly resolve that you will hereafter lead an honest life. While this is the character of a reformatory, it must necessarily be governed by proper rules, to which all inmates are required to render strict obedience. Some of these rules may seem unjust to you; but, with due regard to the diversity of human judgment, they are designed to benefit all alike.

While at the Reformatory your conduct, will be considered from the three conditions of industry, study, and behavior. You will be taught how and you will be expected to work; you will be given the advantages of school, and will be required to make reasonable progress, and good deportment will be demanded of you at all times.

When the record of your conduct, as determined by the rules, shows that you are worthy of public confidence, the Superintendent and Chaplain will so certify to the Managers, who have authority to release you on parole. When you have lived a sufficient time on such conditional discharge as to satisfy the Managers that you will continue to remain at liberty without violating the law, and that your release is not incompatible with the welfare of society, they will certify these facts to the Governor, who may, at his discretion, restore you to citizenship by granting you a full pardon.

GRADE RULES

(CLASSIFICATION)

Inmates of the Reformatory are classified in three grades, as follows: First, which is the highest; Second, or intermediate; Third, or lowest. The following colors will distinguish inmates in the respective grades: Those in the first grade will be clothed in blue; those in the second grade in blue with the figure "2" on the sleeve of the coat. The third grade represents demotion; those demoted to the third grade for less serious offenses will constitute the third grade "A" and will be clothed in gray uniform. Those demoted for more serious offenses will constitute a third grade "B" and will be dressed in butternut brown.

PROMOTIONS

On his first admission, each inmate will enter the second or intermediate grade. An account will at once be opened up with him on his individual record, in which he will be charged 360 days—twelve months of thirty days each—the minimum term for which he may be deprived of his liberty by the sentence of the Trial Court.

This minimum period may be extended from time to time by penalties imposed by the Institution Court, for misconduct and unsatisfactory work and failure to study.

Each inmate will be credited on his account with the actual time spent in the first or second grades.

When his record account shows that his credit for good conduct has reduced the balance against him to 180 days, the inmate shall be promoted to the first grade; and

when his record account balances he shall be deemed eligible for consideration for parole and will be entitled to a hearing at the next parole meeting of the Board of Managers.

DEMOTIONS

For aggravated cases of misconduct, an inmate may be reduced in grade; all demotions shall be to the third grade, and for periods of from thirty to one hundred eighty days.

An inmate demoted to third grade "B" by making a clear record therein for one-third the reduction period will be advanced to third grade "A" for the remainder of such period.

An inmate serving one year in the first grade without becoming eligible may be reduced to the third grade for not making satisfactory progress, and shall be ordered before the Superintendent and given an opportunity to show good reason why such demotion should not be made.

On being demoted in grade, inmate's record account will be suspended, and he shall be furnished with a statement of his condition at date of demotion. A supplemental account will then be opened up, charging him with the number of days for which he was demoted; this period may be extended by further charges in days as a penalty for further misconduct, while in the demotion grade, by the Institution Court. When extension of time is for a period greater than ten days, such extension shall have the approval of the General Superintendent before becoming effective.

REINSTATEMENT

The method of reinstatement shall be similar to the rules of promotion above set forth; the inmate shall be credited with the time spent, and when such time shall equal the total time charged, he shall be reinstated in his former condition; his regular account will again be opened up and continued as though demotion had not occurred, except that an entry shall be made in red ink showing the number of days spent in demotion grade.

All reinstatements shall be made direct to the grade from which demotion occurred.

PROMOTION BY BANKRUPTCY COURT

All promotions shall be made in accordance with the general rules above set forth, except as provided for by action of the Bankruptcy Court, as follows:

Any inmate below the second grade who, because of misconduct, has had so much time assessed against him as to render the prospects of his promotion extremely remote, and who, in good faith, has resolved to establish a good record, may make written application to the Superintendent for such exercise of clemency as may come within his discretion under the rules of the institution.

If the party making the appeal for clemency has a clear record for thirty days next preceding the date of the application the appeal will be referred to the Bankruptcy Court, consisting of the Assistant Superintendent and the Chaplain, who will give the applicant a hearing, carefully review his case, and make a report of their findings to the Superintendent. In case the appeal is

granted, the applicant will be placed in the second grade under the same conditions as apply to inmates on first entering the institution, and his consideration for parole will not be prejudiced by his former record.

Any inmate who shall have served one year in the second grade and who has failed of promotion to the first grade, because of minor acts of omission or commission, may make written appeal to the Superintendent for promotion to the first grade, and his case dealt with in like manner and on like conditions as stated above.

The Superintendent will not remit time lost, or make special promotion except in the manner above indicated.

AS TO PAROLES

1. When the inmate's record account balances he has become eligible as above set forth in the rules of promotion, and he will be furnished with a blank upon which he will give directions for sending out the necessary papers for proper execution, when favorable action has been taken for parole by the Board of Managers. In order to avoid delay and error the Prosecuting Attorney's Certificate will be sent to the Prosecutor from the Superintendent's office, and in order that the applications for parole may be promptly published in accordance with the terms of the law, and at the least cost to inmate, the advertising notices will be sent out by the Clerk. On the blank provided therefor, the applicant will give name and address of parties to whom he desires to make application for employment and request for advertising fee.

2. Beginning with January, 1910, every regular meeting thereafter will be open for the consideration of paroles.

The requirements constituting eligibility for consideration for parole are as follows:

- (a) The applicant must have served one year in the institution, in accordance with provision of law.
- (b) He must have a balance credit of good time of at least three hundred and sixty (360) days. That is, the number of days with which an inmate is credited must be equal to or greater than those charged against him on his conduct record account.
- (c) The Prosecuting Attorney's Certificate must be on file showing that no indictments are still pending against the applicant, but should the Prosecuting Attorney fail or refuse to furnish said certificate within reasonable time, such refusal or delay shall not deprive an inmate otherwise eligible of a hearing for parole.
- (d) The advertisement of his application for parole must be properly published in accordance with provisions of law.
- (e) He must have the favorable recommendation of the Superintendent and Chaplain as required by law.
- (f) In order to give necessary time for legally advertising applications for parole, and for a thorough examination of the papers of each applicant by the Superintendent and Chaplain, and later by the Board of Managers, only those inmates who are eligible *on or before the first day of the month* in which a parole meeting is held, shall be given a hearing at such meeting.
- (g) When an inmate's application for parole is rejected, he shall not be eligible for a rehearing for four months thereafter. This period shall not be extended or reduced except by a majority vote of all members of the Board, four members voting for the same.

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(h) Employment is not a necessary condition *for a hearing for parole but is necessary for release on parole.*

3. All inmates who have met the conditions imposed by law and the general rules, and who have received the favorable recommendation of the Superintendent and Chaplain will be considered candidates for parole without making formal application.

4. Judgment by the Board of Managers as to the worthiness of the applicant for parole will be based on the following considerations arranged in the order of their relative importance:

(a) The record and character of the applicant as established in the institution.

(b) The nature and character of the crime committed.

(c) His previous record and environment.

(d) Information gained from a personal interview with applicant.

(e) Probable surroundings if paroled.

(f) All other facts bearing upon the advisability of parole that the management may be able to obtain.

5. It will be well to observe that while a good record in the institution is the first requisite and of prime importance, it is not the only consideration in determining fitness for parole as inmates and their friends sometimes suppose.

6. Since a recommendation to the Board of Managers for consideration for parole is the joint action of the Superintendent and Chaplain, after careful consideration, and the granting of a parole is a like action on the part of the Board of Managers, no individual member of the management can advisedly give any promise or guarantee that an application will be considered or a parole granted

at a given time. Therefore, no such promise, or guarantee will be made.

7. No inmate shall be released from the Reformatory from any other than the first grade. If an inmate's record is that of general obedience to the rules when he becomes eligible to parole with a minor act or acts of omission or commission still charged against him, the Superintendent may submit such charges with attending circumstances to the Managers, who may authorize him to remit the same.

8. No inmate shall be paroled until the Managers are satisfied that he will conform to the rules and regulations of his parole.

9. After the Superintendent and Chaplain recommend, it shall require the affirmative vote of all members of the Board of Managers to grant a parole.

10. No oral argument will be allowed at their sessions by attorneys or others in the interest of inmates who have made application for parole, but such argument may be presented in writing so as to be filed with the application of the inmate to whom it refers.

11. The prayer of no applicant legally eligible for parole shall be unfavorably acted upon unless said applicant shall have had a personal hearing before the Board of Managers.

12. No minor on parole from the Ohio State Reformatory shall receive his final release from custody until he has attained his majority. This, however shall not be interpreted to mean that any inmate may be released from custody until he has at least served one year on parole.

13. No inmate on parole shall be discharged from the custody of this institution until the expiration of the full minimum time provided as a penalty for the crime for

which he was committed. The time to be counted from the date of his commitment to the institution.

14. In cases where the minimum term prescribed by law as a penalty is greater than one year, an inmate may be eligible for parole at the expiration of one year, if his record is such as to justify the same, but if paroled he shall not be finally discharged until the expiration of the minimum time provided by law for the offense committed, as set forth in section 13, above.

15. These rules shall not be suspended in any case, unless by unanimous vote of the members of the Board of Managers present.

16. No alteration or amendment shall be made to these rules and regulations unless at least four of the Board of Managers vote therefor.

17. The Superintendent shall report at each regular parole meeting a list of all inmates who have served twenty-four months in the institution and have not gained eligibility for consideration for parole under the general rules of the institution.

18. It shall be the duty of the Superintendent from time to time to make such minor regulations in keeping with these rules as may be necessary to properly carry them into effect.

19. The parole provided for in said Act shall be in the following form signed by the President and Superintendent, and the period of parole shall be one year. The Board of Managers may, however, extend the period of parole when such action is deemed advisable:

FORM OF PAROLE

Know all Men by These Presents, That the Board of Managers of the Ohio State Reformatory, desiring to test the ability of an

inmate in said institution, to refrain from crime, and lead an honorable life, do, by virtue of the authority conferred upon them by law, hereby parole the said and allow him to go on parole outside the buildings and enclosure of said institution, but not outside the State of Ohio; subject, however, to the following rules and regulations:

1. He shall proceed at once to the place of employment, provided for him, viz: and there remain, if practicable, for a period of at least months from this date.
2. In case he finds it necessary or desirable to change his employment or residence, he shall first obtain the written consent of the Superintendent.
3. He shall, on the first day of each month, until his final release according to law, forward by mail to the Superintendent a report of himself, stating whether he has been constantly under pay during the last month, and if not, why not, and how much he earned, and how much he has expended, together with a general statement of his surroundings and prospects.
4. He shall in all respects conduct himself honestly, avoid evil associations, obey the law, and abstain from the use of intoxicating liquors as a beverage, or frequenting places wherein it is sold.
5. As soon as possible after reaching his destination he shall report to , show him this parole, and at once enter upon the employment provided for him.
6. He shall, while on parole, remain in legal custody and under control of said Board.

7. Inmates, while on parole, are prohibited from associating or corresponding with other inmates who are or have been on parole.

8. He shall be liable to be retaken and again confined within the enclosure of said institution for any reason that shall be satisfactory to the Board of Managers, and at their sole discretion and shall remain therein until released by law.

9. The Field Officer, under direction of the General Superintendent, has special charge and care of young men on parole from the Reformatory. He will visit each paroled man as frequently as possible, and his counsel and advice should be sought by all young men on parole. He will make full written report of every visit. The management of the Reformatory has a lively and friendly interest in the subject of this parole, and he need not fear or hesitate to freely communicate with the Superintendent in case he loses his situation or becomes unable to labor by reason of sickness or otherwise.

10. When an inmate is released on parole he shall be furnished transportation to the county whence he came, or where he has found employment; also, with a suit of clothes and five dollars in money, if he has not to exceed that amount in earnings for labor in the institution.

11. After being on parole not less than one year without violating the law or the conditions of his parole, and his conduct in all respects being regarded by the Managers as meritorious, the inmate will be eligible to full discharge by the Board of Managers, and restored to citizenship by the Governor.

12. On failure to obey the law or the conditions of this parole while on such conditional release, the inmate will be rearrested and returned to the Reformatory where

he will enter the third grade; or he will be transferred to the Penitentiary, where he will remain until he is discharged by due process of the law.

13. Whenever an inmate on parole is returned for alleged violation of his parole, he shall be first heard by the Board of Managers in his own defense before final action is taken by the Board in revoking his parole, modifying or extending or otherwise changing the status of such inmate.

14. He shall abstain from use of cigarettes.

15. He shall not carry concealed weapons.

20. Parole violations are classified into three subdivisions, as follows:

(a) Recommission of crime.

(b) Commission of a misdemeanor.

(c) Violation of the rules governing inmates on parole.

22. Any inmate whose parole shall be revoked because of the recommitment of a felony shall not be eligible for a rehearing for parole until he has served at least eighteen months on his recommitment.

23. Any inmate whose parole shall be revoked because of the commission of a misdemeanor shall not be eligible for a rehearing for parole until he has served at least twelve months on his recommitment.

24. Any inmate whose parole shall be revoked because of the violation of any of the rules governing paroles, or for minor offenses, shall not be eligible for a rehearing for parole until he has served at least six months on his recommitment.

25. No parole violator from any of the above classes shall be paroled from any but the first grade.

26 The minutes of the meeting of the Board of Managers at which any parole is revoked shall show in each case to which of the above classes the inmate in question is placed.

27 When any paroled inmate is returned to the institution for recommission of crime on confession of guilt, such confession must be in writing and signed by the inmate and must be witnessed by two or more responsible parties.

28. When any inmate, on being returned to the institution, makes the claim that he is unjustly returned and that he is not guilty of the things charged against him, no reward shall be paid until the Board of Managers have passed on his case.

ADVISORY SUGGESTIONS TO INMATES

This Reformatory is not only a temporary prison home for those who have committed a felony, and who are thought to be susceptible to Reformatory influences, but it is also a school for instruction. It includes an industrial, as well as an educational department, where all are given an opportunity to acquire such skill in one of the various employments as will secure them an honorable position in the industrial world, when restored to free citizenship.

To enjoy the full benefits of this course of instruction and discipline, it should be your aim not only to secure an early discharge by meritorious conduct, but also to eradicate from your heart all inclination to do evil; and thus, when you are either conditionally or fully discharged, secure the merited confidence of all good citizens.

with whom you may become associated. Without such real change of purpose, such firm resolve that you will lead a better life, your Reformatory instructions will do you little good. Remember that public confidence once lost can not be restored by the unaided effort of your friends. No precept, no example, will make you a moral, law-abiding citizen, without the aid of your own determined will.

GENERAL ORDERS

1. As individuals, promise yourselves that you will make all possible progress towards reformation and intellectual improvement.
2. Secure the confidence of the officials, who have you in charge and never, by any act or word, break that confidence. Always be truthful. Never lie to mislead, or deceive any person.
3. Cleanliness and order must be observed by each inmate. This rule applies to the person, the bedding, cell, and everything, everywhere.
4. Gentlemanly deportment toward all into whose presence you come will be required at all times. Never provoke a fellow inmate, or commit an offense in redressing a provocation; but rather, if you desire, report the offender.
5. Never use slang words, or converse upon subjects that are debasing, and banish from your mind all evil thoughts and inclinations.
6. Be industrious, painstaking, and not wasteful when at work and when tasks are given, strive to accomplish the task required. Be studious when in school and strive to learn all you can.

7. You must conform to all rules and regulations of this institution regarding inmates, and to the orders of the officer under whose charge you are.

8. You must attend school, unless first excused by the Superintendent, and observe perfect order and obedience therein.

9. While at work no conversation is allowed, except by permission of the officer in charge, and then only concerning the duties you may be performing.

10. You are to apply yourself faithfully and diligently to whatever labor you are assigned. You must not speak to any visitor, nor give to or receive anything from a visitor, without permission from the Superintendent, and you must not gaze at visitors or others at any time.

11. At every signal to fall into line for marching, you must take your place in the line promptly, give your attention to the officer in charge, and attend to and obey his orders, and not converse with other inmates.

12. You must not leave the line, or your place of employment, without permission or by order. If unable to work from any cause, make the fact known to the officer in whose charge you are, and act as he may direct.

13. No marking or scratching of walls or spitting on the floor or other untidiness will be excused. You must not alter or do injury to your clothing or room furniture, nor obstruct the water pipes in your cell in any manner nor use any toilet paper except that furnished by the Superintendent. Report all needed repairs to the officer in whose charge you are.

14. When the night bell rings you must undress and hang your clothing on the hooks prepared for that purpose and retire. If you must call an officer, give the

signal by rapping only sufficiently loud to attract his attention.

15. You must not carry knives, tools, or any material whatever to your cell or elsewhere without a written permit from the Superintendent. Such articles found in your possession furnish proof that you have disobeyed this rule. You must neither write nor carry notes to nor receive notes from inmates, or any other person.

16. You must approach an officer or guard in a respectful manner, always touching your cap or forehead with your right hand, after gaining his attention, before addressing him, and speaking only on business pertaining to the Reformatory. You must not use insolent language to any person. If you desire to converse with the Superintendent make it known to the officer in whose charge you are.

17. Unless first excused by the Superintendent or his assistant you will step into line promptly when the signal is given for Sunday chapel service. When in the chapel your coat must be buttoned, your arms folded, and strict attention must be given to the service without shuffling the feet or other unnecessary noises.

WRITING PRIVILEGES

The writing of letters is a privilege—not a right—accorded to inmates. Correspondence is to be confined to immediate family relations. Letters to old chums—male or female—or mere acquaintances, are in violation of this privilege and are strictly prohibited. Inmates of the first and second grades will be permitted to write once a month. All letters and reading matter are subject

to inspection. If they contain objectionable matter they will neither be delivered nor sent as directed.

1. The REFORMATORY OUTLOOK will be published weekly for the benefit of the inmate population, in lieu of the daily and weekly newspapers. Each inmate in the first and second grades will be permitted to receive not to exceed three monthly or weekly publications other than newspapers, such as the *Saturday Evening Post*, *Colliers*, *Youth's Companion*, *Literary Digest*, etc., provided they are sent direct from the publisher.

2. The privilege of the institution library shall be subject to the regulation of the Superintendent. Any book or magazine belonging to the library maliciously destroyed, mutilated, or defaced shall be replaced at the expense of the inmate found guilty of the offense.

3. Any abuse of the foregoing privileges will, on the order of the Superintendent, work their forfeiture.

By conforming to the preceding general line of conduct through effort earnestly and conscientiously made, it will be the pleasure of the Superintendent and Chaplain to certify to the Managers at the earliest possible date that you are worthy of consideration for parole. Upon which, the Board will give you a personal hearing, and if favorable action be taken, you will be released from further actual confinement, unless you violate your parole by conduct that indicates that your reformation has not been effected.

CLASSIFICATION OF OFFENSES

The acts and omissions charged against the conduct of an inmate in all grades while in the Reformatory are divided into three classes, to-wit: *Neglects, Delinquencies, and Misdemeanors.* They are enumerated on the following pages and furnish a key to the charges and credits which show the standing of each inmate and with which rules each should become familiar.

You will carefully study the following list of offenses. Penalties follow their commission:

NEGLECTS

Each of the following offenses are declared to be a *Neglect.* Any inmate guilty of a *Neglect* may be admonished, reprimanded or assessed five days as a penalty:

- Arms not folded.
- Clothing not in proper order.
- Coat not buttoned.
- Dirty or disorderly cell.
- Failure to return writing material.
- Going to bed with clothes on.
- Hands in pockets.
- Inattention or gazing about while under instruction.
- Meddling with lights.
- Not at door for count.
- Not promptly out of cell when brake is drawn.
- Slovenliness.

DELINQUENCIES

Each of the following offenses are declared to be a *Delinquency*. Any inmate found guilty of a *Delinquency* may be admonished, reprimanded or assessed five or ten days as a penalty:

- Absence from place of duty without permission.
- At large without a pass.
- Carelessness.
- Dilatoriness.
- Disorderly conduct.
- Having tobacco.
- Injuring property.
- Neglecting his work.
- Short of articles on inspection.
- Talking in violation of rules.
- Unauthorized articles in possession.
- Ungentlemanly conduct.
- Unsteadiness in ranks.
- Using objectionable language.
- Wasting food or material of any kind.
- Writing or receiving notes.

Persistent talking and continued unsatisfactory study and work will result in a cumulative report. Special action is taken on such reports in that the inmate having been previously admonished and reprimanded for those delinquencies by the officer in charge, he will, upon repetition of the offense, be tried in court and penalties imposed as in misdemeanor cases.

MISDEMEANORS

Each of the following offenses is declared to be a *Misdemeanor*, any inmate found guilty of a *Misdemeanor* by the Court may be admonished, reprimanded, or assessed one, twenty, or thirty days or, be demoted in grade from thirty to one hundred-eighty days:

Assaulting an officer, instructor or inmate.

Breach of trust or confidence.

Conspiracy.

Deceiving or attempting to deceive an officer.

Disobedience of orders.

Disturbing quiet and rest of inmates.

Escape or attempt to escape.

Falsehood.

Fighting.

Immoral action, conversation or writing.

Insolence.

Knife or other weapon in possession.

Laziness.

Malicious destruction of property.

Malicious shouting in cell block.

Profanity.

Refusal to work, drill or study.

Stealing.

Threatening language to an officer, instructor or inmate.

Trafficking in tobacco.

Vulgarity.

Any inmate shall be accorded the privilege of making complaint of mistreatment of or appealing from the

findings of the Institution Court. His appeal shall, however, be made first to the Assistant Superintendent ; second, to the Superintendent, and third, and finally, to the President of the Board of Managers. Neither the Superintendent nor the President of the Board of Managers will act upon report, complaint, or appeal unless the order above indicated is observed.

In case an inmate, for any reason, personal to himself desires to do so, he may address a sealed letter to the President of the Board of Managers, stating his grievance, if any, or giving any information to that officer he may wish to give, and send it to the Superintendent, who will deliver it to the President of the Board of Managers; or, he may communicate by letter to the Superintendent ; or be heard orally by that officer when convenient for that officer to hear him. Inmates should avoid, however, making complaint of matters of frivolous character, or of those things which, by more perfect conduct, they can themselves correct.

In event any inmate escapes from the institution and is recaptured, any money he may have to his credit, at the time of his parole, shall be applied, as far as possible, towards the expenses incurred in his recapture. This shall not in any way effect the \$5.00 given each inmate upon his being paroled.

If said inmate shall have any money to his credit at the time of his escape and recapture and which was derived from earnings within the institution, such money shall be applied to the payment of reward or other expenses connected with his recapture and recommitment to the institution, and if, after paying such

expenses there remains any balance, then such balance, shall be cancelled and credited to the State.

In case no expense is incurred in the recapture of such inmate, then any money standing to his credit from earnings within the institution shall be cancelled and credited to the State Fund to be returned to the State Auditor.

H. L. FERNEDING,

O. E. BARE,

J. W. DOVER,

H. F. COATES,

W. S. ROGERS,

JUDSON VINCENT,

Board of Managers.

Approved 1909.

